



EMPLOYMENT OPPORTUNITY

POSITION: Support Services Assistant (SSA)
LOCATION: Sacramento, CA
OFFICE: SCDD – Headquarters Office
SALARY RANGE: \$2,074 – \$2,519
DEADLINE: Until filled

A. Job Duties

- 60% As directed by the Chief Deputy Director, the SSA provides reasonable accommodation support and transportation duties for headquarters staff and Councilmember's with disabilities. Performs general clerical and transportation duties for the Chief Deputy Director including: 1) reading and note taking, 2) setting up special equipment and providing orientation support and other support services as needed, and 3) providing driving services (including securing in vehicle) and related attendant care when traveling to Sacramento area meetings held away from SCDD's headquarters office.
- 30% Performs personal care assistance to the Chief Deputy Director as needed, including some overnight assistance when traveling to Council and Committee meetings that are held away from SCDD's headquarters office in Sacramento.
- 5% Map reading and navigating the Internet.
- 5% Assist in organizing and maintaining filing system.

B. Supervision Received

The SSA works under the general supervision and direction of the Chief Deputy Director.

C. Supervision Exercised

The SSA exercises no supervision.

D. Administrative Responsibilities

The SSA performs various administrative duties as delegated by the Chief Deputy Director.

E. Personal Contacts

The incumbent interacts with representatives of various Federal and State agencies, private organizations, individuals with developmental disabilities and their family members, Council and committee members, SCDD staff, and the general public.

F. Actions and Consequences

This position is critical to the success of the State Council, since this position provides critical assistance to the Chief Deputy Director. Without this service, the State Council would not be able to meet its mandates, as required by Federal and State law.

G. Other Information

The incumbent must have knowledge of and concern for the special needs of persons with disabilities as related to the community and working environment.